

Nevada Division of State Parks

**PERMANENT HIRING CHECKLIST**

EMPLOYEE NAME \_\_\_\_\_ SS# \_\_\_\_\_

START DATE \_\_\_\_\_ TITLE \_\_\_\_\_ POSITION CONTROL # \_\_\_\_\_

- ☐ Will work more than 80 hours during the 1<sup>st</sup> month of employment
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- ☐ Approved Application **and** Hiring List
- ☐ Signed Essential Functions (ADA-01 & ADA-03) **and** Work Performance Standards (WPS) **and** signed Acknowledgement Form for DCNR Prohibitions & Penalties
- ☐ ESMT-A Employment Status Maintenance Transaction (Signed blank)
- ☐ ESMT-B Employment Personal Information (Completed and signed)
- ☐ I-9 Employment Eligibility Verification
- ☐ Form SSA-1945 (Statement Concerning Your Employment in a Job not covered by Social Security)
- ☐ W-4
- ☐ Variable Work Week Agreement **or** RDOs
- ☐ Paycheck Cashing Policy Acknowledgement Form
- ☐ Retirement PERS Member Enrollment Form **and** PERS Beneficiary Designation Form
- ☐ PEBP Employee Hiring Form (EHF) **and** the Patient Protection and Affordable Care Act letter
- ☐ Uniform Allowance-Maintenance Document (ADM 43)
- ☐ Uniform Policy Verification Form (ADM 40)
- ☐ Sexual Harassment and Discrimination Policy Acknowledgement Form
- ☐ TS-58 Alcohol/Drug Free Workplace Acknowledgement Form
- ☐ Safety In The Workplace Form
- ☐ DCNR Information Technology Policy #IT-001 Acknowledgement Form
- ☐ Direct Deposit Agreement and Deposit Slip (optional)
- ☐ Emergency Contacts Form
- ☐ Provide a list of **all** state park policies and highlight critical policies for employee to read **within 30 days.**